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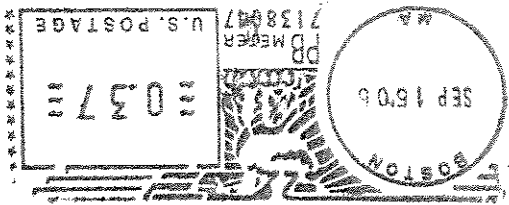
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MA Department of Housing  
and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

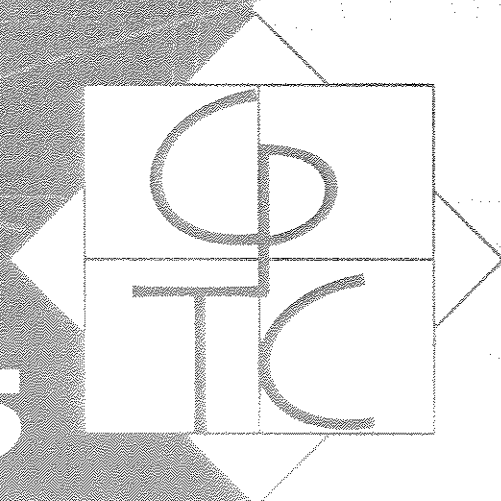
Town Planner  
Town of Acton  
472 Main Street  
Acton, MA 01720

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## CITIZEN PLANNER TRAINING COLLABORATIVE

FALL 2005  
WORKSHOPS



Please post this brochure  
and discuss it at your  
board meeting!

[WWW.UMASS.EDU/MASSCPTC](http://WWW.UMASS.EDU/MASSCPTC)

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# CITIZEN PLANNER TRAINING COLLABORATIVE

## WORKSHOPS • FALL 2005

### **Subdivision Control/ANR**

Addresses the purposes of the Subdivision Control Law, important procedural requirements and board responsibilities when reviewing subdivision and ANR plans; adoption of subdivision regulations; review of ANR plans; access issues; preliminary and definitive plans; Planning Board waivers; modifying, amending and rescinding plans; enforcement; vested rights and zoning freezes.

### **Roles and Responsibilities of Planning & Zoning Boards**

The most introductory session for new board members. It introduces new board members to the functions of the boards and the main tools and terminology of planning and zoning, including information on public hearings, meetings and ethics.

### **How to Hold the Perfect Public Hearing**

This session covers legal and procedural requirements for conducting a public hearing. It also contains video clips to assist boards in avoiding constructive approvals, easing tension between parties over controversial projects, and calming chaotic hearings.

### **Special Permits and Variances**

Describes the difference between special permits and variances; the issues and criteria for decision-making; timelines and procedural requirements.

### **Site Plan Review**

The Zoning Act does not contain any provisions for the review of site plans, however the process can be a very effective tool for a board to review the details, aesthetics and impacts of a potential project. This course explains the difference between site plan approval and special permits; the review process; the types of conditions a board may impose; reasons for disapproval; the appeal process and the types of information a town can require to be shown on a site plan.

### **Vested Rights and Nonconforming Structures and Uses**

Clarifies the difference between a nonconforming structure, lot, and use. Explains the difference between a nonconforming and a noncompliant structure; familiarizes board members with issues regarding alterations to nonconforming structures or uses. Describes separate and common protection, as well as vested rights for subdivision and ANR plans.

### **Zoning Reform and Smart Growth**

Many South Shore communities are struggling to minimize the environmental impacts of growth, urged on by the approach of the Greenbush rail. Hear how smart growth zoning, the proposed Land Use Reform Act and proposed smart growth school funding could affect development on the South Shore. Session will include both technical aspects of land use laws and real world discussion of local growth management strategies.

### **Introduction to The Zoning Act**

For newer board members, this workshop addresses the history and purposes of zoning, adoption of zoning bylaws, variances, and special permits. There will also be discussion of public hearing and voting rules, and other key procedural requirements.

### **Chapter 40B**

This session explains Chapter 40B, the Comprehensive Permit Law, the procedural requirements a board must follow, the rights of the municipality and the developer, requirements of affordability and techniques for negotiation.

### **Planning With Community Support**

This workshop describes how to run a planning process—whether it is for a comprehensive plan, master plan, or a 418 plan—that will have the support of the community with the amendment and implementation process. It will explain how to work with or without consultants to make plans that result in local action. This workshop usually runs over the two hours.

# PLANNING AGENCIES & ORGANIZATIONS

**The Citizen Planner Training Collaborative would like to express its gratitude to the following regional planning agencies and organizations for hosting the Fall 2005 sessions:**

|  |                |
|--|----------------|
| Berkshire Regional Planning Commission                           | (413) 442-1521 |
| Pioneer Valley Planning Commission                               | (413) 781-6045 |
| Montachusett Regional Planning Commission                        | (978) 345-7376 |
| Central Massachusetts Regional Planning Commission               | (508) 756-7717 |
| Metropolitan Area Planning Council (West)                        | (508) 907-6740 |
| South Coastal Watershed Network                                  | (781) 659-8168 |
| Southeastern Regional Planning and Economic Development District | (508) 824-1367 |
| Cape Cod Commission  | (508) 362-3828 |
| Old Colony Planning Council                                      | (508) 583-1833 |
| Franklin County Regional Council of Governments                  | (413) 774-3167 |
| Martha's Vineyard Planning Comm.                                 | (508) 693-3453 |

*Please call your Regional Planning Agency if you need directions to your training session.*

## CPTC CORE CURRICULUM

### LEVEL 1:

### PLANNING BOARDS

### ZONING BOARDS

1) **The Roles and Responsibilities of Planning and Appeals Board**



2) **Introduction to the Subdivision Control Law (incl. Approval-Not-Required Lots)**



3) **Introduction to the Zoning Act**



### LEVEL 2:

1) **Planning with Community Support**



2) **Non-conforming Structures, Lots and Uses, and Vested Rights**



3) **Zoning Exemptions**



4) **Special Permits & Variances**



**SPECIAL NOTE:** Attendance at CPTC training sessions by city and town board members is an eligible activity under the state's **Commonwealth Capital** program. Communities can receive additional points in their Commonwealth Capital application by sending board members to CPTC sessions.

Participation in CPTC Workshops may entitle your town to credit under the **MIA Rewards Program** towards public officials liability insurance.

Core curriculum as of 8/29/05; CPTC reserves the right to make minor revisions.

# SCHEDULE

| LOCATION:  | DATE:                 | WORKSHOP:  | TRAINER:   |
|--|-----------------------|--|--|
| <b>The Clarion Inn</b><br>1 Atwood Dr.<br>(Rt. 91, Exit 18)<br><b>Northampton</b>                                | 10/6/05<br>Thursday   | Subdivision Control/Approval<br>Not Required                 | Donna MacNicol, Esq.,<br>MacNicol, Tombs, & Brown  |
| <b>Montachusett Regional Planning Commission</b><br>R1427 Water Street<br>(MART Building)<br><b>Fitchburg</b>    | 10/13/05<br>Thursday  | Chapter 40B  | Toni Hall, Associate Director<br>Policy Division, MA Dept of<br>Housing and Community<br>Development |
| <b>Old Colony Planning Council Office</b><br>70 School Street<br><b>Brockton</b>                                 | 10/18/05<br>Tuesday   | Chapter 40B  | Toni Hall, Associate Director<br>Policy Division, MA Dept of<br>Housing and Community<br>Development |
| <b>Franklin Regional Council of Governments</b><br>425 Main St.<br>1st Flr. Conference Room<br><b>Greenfield</b> | 10/18/05<br>Tuesday   | How to Hold the Perfect<br>Public Hearing                    | Bob Ritchie,<br>MA Attorney General's Office   |
| <b>Central MA Regional Planning Commission</b><br>25 Harvard Street<br><b>Worcester</b>                          | 10/19/05<br>Wednesday | Roles and Responsibilities of<br>Planning and Appeals Boards | Carol Rolf, Esq.   |
| <b>Reading Senior Center</b><br>Pleasant Street<br>(Old Police Station)<br><b>Reading</b>                        | 10/19/05<br>Wednesday | Chapter 40B  | Toni Hall, Associate Director<br>Policy Division,<br>MA Dept of Housing and<br>Community Development |
| <b>Berkshire Regional Planning Commission</b><br>1 Fenn Street<br><b>Pittsfield</b>                              | 10/25/05<br>Tuesday   | Subdivision Control/Approval<br>Not Required                 | Wayne Feiden, AICP,<br>Planning Director, Northampton  |
| <b>Southeast Regional Planning &amp; Economic Development</b><br>GARTA Offices, Oak Street<br><b>Taunton</b>     | 10/26/05<br>Wednesday | Subdivision Control/Approval<br>Not Required                 | Elizabeth Lane, Esq.,<br>Kopelman & Paige  |
| <b>Southborough Senior Center</b><br>9 Cordaville Road<br><b>Southborough</b>                                    | 10/26/05<br>Wednesday | Non-conforming Structures and<br>Vested Rights               | Joel Bard, Esq<br>Kopelman & Paige   |
| <b>Central MA Regional Planning Commission</b><br>25 Harvard Street<br><b>Worcester</b>                          | 11/2/05<br>Wednesday  | Special Permits and Variances                                | Judith Cutler, Esq<br>Kopelman & Paige   |
| <b>Southeast Regional Planning &amp; Economic Development</b><br>88 Broadway<br><b>Taunton</b>                   | 11/3/05<br>Thursday   | Introduction to the Zoning Act                               | Barbara Saint Andre, Esq.,<br>Kopelman & Paige   |

*Note: All workshops start at 7:00 p.m. and end at 9:00 p.m. unless otherwise noted.  
Each workshop is \$25. Please contact (413) 545-2186 for any questions.*



# SCHEDULE

| LOCATION:   | DATE:                              | WORKSHOP:   | TRAINER:   |
|---|------------------------------------|---|--|
| <b>The Clarion Inn</b><br>1 Atwood Dr. (Rt. 91 Exit 18)<br><b>Northampton</b>                                 | 11/3/05<br>Thursday                | Non-conforming Structures and Vested Rights               | Alan Seewald, Esq.,<br>Seewald, Jankowski, & Spencer                     |
| <b>Martha's Vineyard Planning Comm.</b><br>25 New York Ave<br><b>Oak Bluffs</b>                               | 11/5/05<br>Saturday,<br>9 a.m.     | Site Plan Review  | Tom Broadrick<br>Planning Director,<br>Town of Barnstable                |
| <b>Martha's Vineyard Planning Comm.</b><br>25 New York Ave<br><b>Oak Bluffs</b>                               | 11/9/05<br>Wednesday,<br>6:30 p.m. | Planning With Community Support                           | Tom Broadrick<br>Planning Director,<br>Town of Barnstable                |
| <b>South Shore Science Center</b><br>Jacobs Lane<br><b>Norwell</b>  | 11/10/05<br>Thursday,<br>10 a.m.   | The Zoning Reform Act                                     | Angus Jennings, AICP<br>Principal Planner,<br>Concord Square Development |
| <b>Berkshire Regional Planning Commission</b><br>1 Fenn Street<br><b>Pittsfield</b>                           | 11/10/05<br>Thursday               | Non-conforming Structures and Vested Rights               | Alan Seewald, Esq.,<br>Seewald, Jankowski, & Spencer                     |
| <b>Old Colony Planning Council Office</b><br>70 School Street<br><b>Brockton</b>                              | 11/15/05<br>Tuesday                | How To Hold the Perfect Public Hearing                    | Bob Ritchie,<br>MA Attorney General's Office                             |
| <b>Great Falls Discovery Center</b><br>2 Avenue A<br><b>Turner's Falls, MA</b>                                | 11/16/05<br>Wednesday              | Special Permits & Variances                               | Donna MacNicol, Esq.,<br>MacNicol, Tombs, & Brown                        |
| <b>Montachusett Regional Planning Commission</b><br>R1427 Water Street<br>(MART Building)<br><b>Fitchburg</b> | 11/17/05<br>Thursday               | Roles and Responsibilities of Planning and Appeals Boards | Carol Rolf, Esq.   |

## SPECIAL ONE-DAY PROGRAM AT CAPE COD

Yarmouth Town Hall, 1146 Route 28, Cape Cod: 10/28/05 Friday, 9 a.m.-2:30 p.m.

|            |  |  |
|------------|--|--|
| 9:00 a.m.  | Review of Chapter 40B Goals, regulations and processes | Toni Hall, DHCD                                      |
| 10:30 a.m. | CCC as "Local Board"                                   | Jon Lipman and Patty Daley                           |
| 11:30 a.m. | Current issues pertaining to 40B                       | Werner Lohe, HAC                                     |
| 12:30 p.m. | Buffet Lunch   |  |
| 1:15 p.m.  | Panel Discussion                                       | Joanne Miller Buntich<br>David Reec<br>Peter Freeman |



Cape Cod Registration Fees: \$25 for half-day, \$50 for full-day, including lunch

# REGISTRATION & POLICIES

## WHO MAY ATTEND:

Any local official or citizen interested in land use and planning issues is welcome.

## COST:

Each workshop is \$25 and will have valuable handout materials.

## CAPE COD PROGRAM:

Half-day, \$25; Full-day including lunch, \$50.

## TIME:

Workshops will start at 7 p.m. and end at 9 p.m. unless otherwise noted. Please arrive 10-15 minutes before the workshops.

## REGISTRATION DEADLINE:

Five calendar days before the date of workshop to guarantee that there will be enough space and handouts for you. **We DO NOT confirm registration.** Please assume that you are registered once you have sent in your form.

## REFUND POLICY:

Refunds honored if in writing before workshop date. CPTC reserves the right to cancel workshops. In that case, you will be notified prior to the workshop date and registration fees will be returned.

## QUESTIONS:

Contact Diana Krauth  
(413) 545-2188

[www.umass.edu/masscptc](http://www.umass.edu/masscptc)

## REGISTRATION FORM (One person per form. Please print clearly.)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

City/Town served: \_\_\_\_\_

Board Affiliation: \_\_\_\_\_

### Workshops attending:

Location: \_\_\_\_\_ Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Topic: \_\_\_\_\_

Cape Cod: Half day \_\_\_\_\_ Full Day \_\_\_\_\_

Do you need directions? Yes No Do you need a receipt? Yes No

Please make check payable to **CPTC** and mail to:

Diana Krauth, 302 Hills North • UMass Amherst, Amherst MA 01003-9328  
or fax to (413) 545-1772

## REGISTRATION FORM (One person per form. Please print clearly.)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

City/Town served: \_\_\_\_\_

Board Affiliation: \_\_\_\_\_

### Workshops attending:

Location: \_\_\_\_\_ Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Topic: \_\_\_\_\_

Cape Cod: Half day \_\_\_\_\_ Full Day \_\_\_\_\_

Do you need directions? Yes No Do you need a receipt? Yes No

Please make check payable to **CPTC** and mail to:

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or fax to (413) 545-1772